

**Refugee Student Board  
Terms of Reference**  
*Students' Legislative Council (53.32)*

Passed: March 19, 1996 (52.32)  
Amended: June 29, 2010 (68.07); April 12, 2011 (68.64); August  
16, 2011 (69.12); September 10, 2013 (71.24);  
May 26, 2015 (73.02); September 13, 2016 (74.15)



**Authority**

- 1 As per the establishment of a Refugee Student Levy according to Article IX Section D. of the Constitution, the Refugee Student Board, as a Standing Committee of the Union; established in the Union Bylaw, shall be responsible for administering the levy.

**Mandate**

- 2 The mandate of the Refugee Student Board will be to support refugee students on The University of Calgary campus. It shall also be responsible for setting general policies that aligns with the Constitution of World University Services (WUSC) Canada and working with all relevant campus stakeholders to aid all University sponsored refugee students and further develop the student refugee program.

**Membership**

- 3 (1) The Board shall be composed of:
  - (a) The Vice President Operations and Finance (Chair);
  - (b) One non-executive member of SLC;
  - (c) Two students-at-large appointed by Nominations Committee;
  - (d) Two students-at-large appointed by the local WUSC committee;
  - (e) One student-at-large appointed by the Residence Students' Association (RSA);
  - (f) One Centre for International Students and Study Abroad (CISSA) staff member, recommended by the university;
  - (g) One Residence Services staff member, recommended by the university; and
  - (h) The Students' Union General Manager or designate (non-voting).

**Appointments & Vacancies**

- 4 (1) All members of the Board shall be appointed by virtue of association or office with the exception of the non-executive member of SLC and specified students-at-large who shall be appointed by the Nominations Committee before July 30 of a given year.
  - (2) Appointments to the Refugee Student Board shall be for a one year term.
- 5 (1) In the event of vacancies, the Vice President Operations and Finance shall notify the Nominations Committee for SLC appointments, the local WUSC group for WUSC appointments, and the university for university appointments.
  - (2) In the absence of a campus WUSC student organization registered with the SU, the students-at-large shall be appointed to the board by the Nominations Committee.

## **Quorum**

6 Quorum shall be four voting members, one of whom shall be a member of SLC.

## **Meetings**

- 7 (1) Board meetings shall be open to the public.
- (2) The Board shall meet at least once in each of the Fall, Winter, and Summer sessions as called by the Chair.
- (3) The Chair shall call a special Board meeting within two days of receiving a request to do so in writing from at least three Board members.
- (4) Board members shall be given at least 24 hours' notice prior to the convening of any Board meeting.
- (5) If a member is absent from more than two consecutive meetings without providing advance notice to the Chair, the Board may, by a Super-Majority vote, revoke the person's membership.
- (6) The Chair shall ensure that the minutes of Board proceedings are recorded.
- (7) Copies of Board meeting minutes shall be made available to all interested individuals, with the exception of in-camera discussions.

## **Duties and Responsibilities**

- 8 (1) The Refugee Student Board shall:
- (a) Welcome and integrate sponsored students into university student life;
  - (b) Engage sponsored students' in residence life;  
Facilitate enhanced support to sponsored students living in residence through the RSA and Residence Services;
  - (c) Facilitate communication of refugee student concerns to the Students' Union, university administration, faculty, or other groups;
  - (d) Set general goals and policies to direct the student refugee program;
  - (e) Work with WUSC and the campus WUSC group to promote and educate Active Members on the mandate of the student refugee program;
  - (f) Conduct a comprehensive review of the program once every three years, beginning with the 68<sup>th</sup> SLC as the first year, of the overall financial sustainability of the program which includes a review of, but not limited to:
    - i. Support for basic living and academic costs of the program (i.e. rent, food, clothes, tuition fees, academic materials, and assistance with daily living including access to academic, campus, health and other services);
    - ii. WUSC Canada administrative costs;
    - iii. The reserve fund which covers the total costs of supporting sponsored students if program funding was lost; and
    - iv. The emergency support fund which grants monies to students currently enrolled in the program financial support for extenuating circumstances.

## **Reporting to SLC**

- 9 The Vice President Operations and Finance shall make an oral report at each SLC meeting regarding the activities of the Board or at the request of any Active Member.